

**WILTON WATER WORKS
MONTHLY MEETING
THURSDAY, AUGUST 25, 2016 @ 6:30PM
TOWN HALL COURTROOM**

DRAFT MINUTES

WILTON WATER WORKS held its regular monthly meeting on Thursday, August 25, 2016 in the Town Hall Courtroom. Present were Commissioners Steve Elliott, Chairman and Kermit Williams; Water Superintendent Mike Bergeron; Clerk Joanna K Eckstrom; Tax Collector Jane Farrell. The following agenda was addressed:

- **Call to order** Chairman Elliott called meeting to order at 6:30PM
- **Public Input / Comment** NONE
- **Minutes – July 27, 2016** Motion by Mr Williams, seconded by Mr Elliott to approve as written; vote UNANIMOUS in favor.
- **Accounts Receivable Report – collector's report** – Upon review of Collector's Trial Balance, Mr Williams asked if it is customary to have approximately \$10K outstanding the week after a quarterly billing due date; yes, per Jane Farrell – Collector. Jane added that, in next few weeks, her office will be sending notices to all Customers (Water, Sewer, Property Owners) reminding them of payments due – she expects that remainder of the 2nd quarter billing will be collected but that 10 water customers have special circumstances. These will be brought to commissioners' attention as needed.

An abatement is needed by Laurel Hill cemetery; as Mr Elliott is a cemetery trustee, this is continued to September meeting.

- **Accounts Payable Report & Town Office billings** Review of Payables shows that almost 2/3 of year is complete and WWW expenses are within budget. Mike Bergeron explained that 'Chemicals' line appears high but this is normal – more chemicals are needed during summer when water use is usually higher.

Follow up – outstanding collection (per Caitlin Martin) – consensus of Commissioners that this item is likely uncollectible.

Follow up – liens, etc as discussed with Selectmen 8/22 – At their meeting, Selectmen voted unanimously to include outstanding water bills in the lien process that Tax Collector executes each year. Ms Eckstrom questioned whether this is do-able for Milford property owners who are Wilton Water Works customers. Yes, there can be a 'mechanic's lien' for example; procedure is being further explored by Tax Collector and Town Attorney, Silas Little.

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Follow up – 457 contributions – contributions toward Water Superintendent's retirement plan by departments other than Wilton Water Works will be included in 2017 budget planning. No changes anticipated in 2016.

- **General Income / Expense**

Discussion commercial / restaurant billing protocol – Mike presented a summary of commercial properties with number of services at each location. There is still no clear explanation of how number of services in restaurants are determined. Discussion on this will be continued to September when all three commissions can give input.

Follow up – Joan Lemire 33 Main St and 10 Main St. – Upon a motion by Mr Williams, seconded by Mr Elliott, commissioners unanimously agreed to abate 2 unit charges (total \$56) at the vacant C&S Pizza location (33 Main Street), effective with the 2nd quarter 2016 billing. Going forward, Ms Lemire will be responsible for one unit charge plus \$3.25 per 1000 gallon usage at her real estate office and for one unit charge plus \$3.25 per 1000 gallon usage at the C&S space. She is to inform WWW within 30 days of a new tenant at the C&S space at which time the WWW will determine number of water units needed and bill accordingly. An abatement form was signed and given to Jane; no changes to 10 Main St were made. Clerk will send letter to Ms Lemire.

- **Superintendent's Report**

Emery & Garrett – Mike got general proposal for new well, etc.; put into file. To be reviewed as needed for future budget planning.

PFOA – testing – 'raw' water drawn from each well; results pending.

Results of Lead / copper testing at random customers also pending.

Mike observed / inspected construction of new service (at first house Richfield Way) of Riverwalk development. Satisfied that work is being done according to WWW specifications.

A water main at Label Art was marked; leaks were discovered and repaired at both cemeteries; mowing, painting etc continues as needed.

- **Follow Up – Land Acquisition** – no action can be taken on Quinn property until 2020; no discussion

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Follow Up – H.T.E. and WWW formal statement re: old reservoir -

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Clerk will draft letter to Selectmen

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- **Other / New - None**

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- **Next Meeting: Thursday, September 22, 2016**

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Respectfully submitted,

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Joanna K Eckstrom, Clerk

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